Lakeside Union School District

COVID-19 Prevention Program (CPP)

January 28, 2021

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COVID-19 Prevention Program (CPP) for the Lakeside Union School District. **2**
Authority and Responsibility 2
Identification and Evaluation of COVID-19 Hazards 2
Employee participation 2
Employee screening 3
Control of COVID-19 Hazards 4
Physical Distancing 4
Face Covering 4
Engineering controls 6
Cleaning and Disinfecting 7
Shared tools, equipment and personal protective equipment (PPE) 8
Hand sanitizing 8
Personal protective equipment (PPE) used to control employees' exposure to COVID-19 8
Investigating and Responding to COVID-19 Cases 9
System for Communicating 9
Training and Instruction 10
Exclusion of COVID-19 Cases 10
Reporting, Recordkeeping, and Access 14
Return-to-Work Criteria 14
Appendix A: Identification of COVID-19 Hazards 15
Appendix B: COVID-19 Inspections 16
Appendix C: Investigating COVID-19 Cases 18
Appendix D: COVID-19 Training Roster 21
Additional Consideration #1 22
Multiple COVID-19 Infections and COVID-19 Outbreaks 22
COVID-19 testing 22
Exclusion of COVID-19 cases 22
Investigation of workplace COVID-19 illness 22
COVID-19 investigation, review and hazard correction 22
Notifications to the local health department 23
Additional Consideration #2 24
Major COVID-19 Outbreaks 24
COVID-19 testing 24
Exclusion of COVID-19 cases 24
Investigation of workplace COVID-19 illnesses 24
COVID-19 hazard correction 24
Notifications to the local health department 24

COVID-19 Prevention Program (CPP) for the Lakeside Union School District.

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 28, 2021

Authority and Responsibility

The Superintendent, Dr. Andrew Johnsen, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by **engaging in facility walk-throughs with the school administrator or department supervisor.**

Employee screening

LUSD Schools will prevent discrimination against students and staff who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. We will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Our district policies encourage sick staff and students to stay at home without fear of reprisal.

LUSD Schools will implement screening and temperature checks for all staff and students entering the facility daily (staff) or classroom (students). This will include screening and temperature checks for staff at home (within one hour before reporting to work) or upon arrival at work. For students, screening will take place before entry into classrooms. No-touch thermometers will be used for temperature screening at school. Masks will be worn throughout the screening process.

Screening questions: Students and staff will be asked if they are exhibiting COVID-19 symptoms or if they have been exposed to anyone who has tested positive for COVID-19. COVID-19 symptoms include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Staff and students will be monitored throughout the day for signs of illness. If a student is exhibiting symptoms of COVID-19 during the school day, staff will communicate with the parent/caregiver and request the student be picked up from school immediately or as soon as possible. Students and staff will be sent home if they have a fever of 100 degrees or higher. Students should not report to school if they have a temperature of 100 degrees or higher. Staff will refer to the student's health history, health care plan and/or emergency card as needed in order to determine if symptoms are related to a diagnosed condition other than COVID 19. Students and families will not be penalized for missing class.

LUSD schools will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing and no less than 4 feet between student chairs, at all times in our workplace by:

- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Covering

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees may provide their own mask or face shield with a drape or those can be provided by the district. Individuals will not be allowed on campus without a face mask unless they have a documented exemption. Employees should report any observed mask noncompliance to their supervisor.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or

respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

At LUSD schools cloth/disposable face masks must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. LUSD schools will:

- Teach and reinforce use of cloth/disposable face masks, or in limited instances, face shields.
- Students and staff should be frequently reminded not to touch the cloth/disposable face masks and to wash their hands frequently.
- Provide information to all staff and families in the school community on proper use, removal, and washing of cloth/disposable face masks.
- Provide information and training regarding how people who are exempted from wearing a cloth/disposable face masks will be addressed. Exemptions must be provided from a doctor or medical professional. This will be conducted on a case by case basis.

LUSD school's plans regarding students' use of cloth/disposable face mask:

AGE	CLOTH/DISPOSABLE FACE MASK REQUIREMENT
Preschool	Children aged 2 years and older should wear a cloth or disposable mask, especially when indoors or when a six-foot physical distance from others cannot be maintained*
TK through 2nd grade	Required, unless exempt*
3rd through 8th grade	Required, unless exempt(remove asterix)

* A face shield is an acceptable alternative for children in this cohort who cannot wear a mask properly or who are exempt.

Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

In order to comply with this guidance, LUSD schools must exclude students from campus if they are not exempt from wearing a face covering (under CDPH Guidelines - which we are above and beyond or just leave it without parenthesis) and refuse to wear one provided by the school. LUSD schools will provide a

face covering to students who do not bring a face covering to school to prevent unnecessary exclusions. LUSD Schools will offer alternative educational opportunities for students who are excluded from campus.

LUSD schools plans regarding staff use of face coverings:
All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with a drape can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

Workers or other persons handling or serving food must use gloves in addition to face coverings. In some cases, disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer (for example: workers who are screening others for symptoms or handling commonly touched items).

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- **Use of clear partitions**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems. All learning spaces and workspaces are equipped with individual HVAC systems or "package units". An HVAC system consists of the unit itself and ductwork above the ceiling generally known as "plenum space". Plenum space is a part of a building that can facilitate air circulation for heating and air conditioning systems, by providing pathways for either heated/conditioned or return airflows, usually at greater than atmospheric pressure. In general, the effectiveness and efficiency of HVAC systems to filter out contaminants during the circulation process is based upon two factors:

- Air mixture – the amount of outside air brought in compared with the amount of inside, recirculated air it is mixed with, generally expressed as a percentage
- Filtration – the ability of the system to filter out and remove particles and contaminants from the air before it is circulated back into the room

The District's HVAC systems are equipped with "economizers" that vary the amount of outside air brought in depending on the outside temperature and conditions. The filtration effectiveness of HVAC systems is measured by an industry standard known as Minimum Efficiency Reporting Value or MERV, expressed as a number from 1 to 20. Generally, the higher the MERV number, the denser the filter is and, therefore, the more particles and contaminants the filter captures before circulating back into the room. It is also generally true that the higher the MERV number, the less airflow the system creates, which decreases circulation cycles, causes the system to work harder, and increases the likelihood for system breakdowns. This reduces the efficiency of the system and its useful life. Consequently, decisions on the type of filter to use relative to COVID-19 transmission are not simple as multiple factors must be considered.

Currently our district uses MERV 8 filters that are changed 4X a year (January, April, July and October) and the condensate coils are cleaned 1X a year.

For the 2020-21 school year we will still be using the MERV 8 filters however we plan to change the filters 6X this year (July, September, November, January, March, May) and clean the condensate coils 2X a year.

Also the district plans to set the HVAC to run the circulating fan in the on position during the instructional day. This is to increase air flow even when the unit is not in the heating/cooling mode. In order to ensure proper ventilation during cleaning and disinfecting, windows will be opened where practicable.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

Trained custodial staff have intensified their cleaning and sanitizing procedures in accordance with CDC recommendations. Frequently touched surfaces will also be cleaned and disinfected daily using products approved for use against COVID-19 and on the Environmental Protection Agency (EPA) approved list "N".

LUSD Schools have suspended the use of drinking fountains and is encouraging students to bring water bottles to school. Water will be provided to students who do not bring water bottles. When we are able to resume use of water systems we will ensure they are safe to use after prolonged shutdown to minimize any risks. Sharing of objects and equipment will be limited. For example, play structures will be off limits to students. Play equipment will be distributed by class/cohort, will be sanitized after use, and will remain with that cohort.

Trained custodial staff have intensified their cleaning and sanitizing procedures in accordance with CDC recommendations. Frequently touched surfaces will also be cleaned and disinfected daily using products approved for use against COVID-19 and on the Environmental Protection Agency (EPA) approved list "N".

Each school will implement strict procedures for cleaning, disinfecting, and sanitizing regularly to prevent the spread of germs, including the coronavirus. Although Custodians are primarily responsible for achieving this goal, it is also the responsibility of all school staff members to be mindful of their behavior and to clean and disinfect when and where they can. The safety of all staff members and students depends upon the individual actions of each staff member. One or two individuals cannot carry the load. It is up to everyone to participate in the process in order to achieve the highest level of cleanliness possible. To that end, the cleaning and sanitizing process will occur in layers:

1. All staff

All staff members using shared resources such as copy machines, telephones, computers, printers, restrooms, refrigerators, microwaves, etc. will wash their hands with soap and water for 20 seconds or use hand sanitizer before use. A spray bottle of Disinfectant, paper towels, or tissues should be available near shared resources to be used for handling equipment to avoid direct hand contact or for disinfecting after use.

Classroom teachers will be provided with a squirt bottle of Dawn soap and water to use at appropriate times to clean surfaces, touch points, and shared materials when appropriate. If teachers choose to use disinfectants wipes they will need to complete the training in accordance with Department of Pesticide Regulation guidelines.

2. Custodial Staff

Each school has a full-time Site Day custodian and Night Custodian, who will clean and disinfect all interior and exterior areas regularly throughout the day and night, with the exception of EH and LEAPP where we will increase custodial staffing as needed.

- Cleaning and disinfecting student and staff restrooms every 60 minutes. A log will be posted and maintained in each student and staff restroom to indicate when cleaning/disinfecting efforts occurred.
- Monitoring the supplies of soap, hand sanitizer, disposable facemasks, face shields, and Dawn soap and water and sprays throughout the day and stocking when appropriate
- Providing Campus Supervisors with the cleaning and disinfecting supplies for disinfecting of lunch tables between meal periods.
- Site Day Custodians will be disinfecting touch points (Door handles, Light switches, Faucets, Dispensers, Bottle filling stations, Hand washing stations etc.) throughout the campus on a regular routine (approximately 1-hour cycle).

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Step 1 Contact the Maintenance Department immediately!
Step 2 The team will be dispatched to immediately start the lock down of the area to be contained.
Step 3 Following the COVID-19 INDUSTRY GUIDANCE: Schools and School-based programs document from the CDPH section 10, dated August 3, 2020. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by classroom staff.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluating handwashing facilities.
- Determining the need for additional facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).

- Encouraging employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: LUSD Positive Case Procedures**

Employees who had potential COVID-19 exposure in our workplace will be:

- Employees shall receive HR Email Updates detailing free employee testing, as well as visit the LUSD COVID Dashboard to access employee testing information: www.lsusd.net/COVID_Dashboard
- Notices will be sent to employees who test positive for COVID-19 or are identified as a close contact to positive COVID-19 case that include the following information:
  - Information Regarding COVID-19 Benefits, Available Leave, and Worker's Compensation Rights
  - Notice of the District's Safety and Disinfection Plan
  - Notice of Antiretaliation and Antidiscrimination Protections
  - Return to Work Criteria

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how. Employees must report to their direct supervisor and complete the COVID Symptoms Google Form.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Supervisors have been trained on: testing, return to work criteria, social distancing and face covering

requirements, and positive case procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by providing the following COVID-19 related benefits, workers' compensation, and various leaves:

  - Sick leave and extended illness leave provided by collective bargaining agreement, policy or statute (Education Code sections 44977 and 44978 for certificated staff; Education Code sections 45191 and 45196 for classified staff; and Labor Code sections 245-249 for employees not qualifying for other sick leave).

- Industrial accident and illness leave provided by collective bargaining agreement, policy or statute (Education Code section 44984 for certificated staff; Education Code section 44192 for classified staff).

- Workers' Compensation benefits.

- Twelve weeks of federal Family Medical Leave Act leave / California Family Rights Act leave.

- Available vacation, comp-time or unpaid leave (if applicable) provided by collective bargaining agreement, policy, or statute.

- Providing employees at the time of exclusion with information on available benefits.

Plan for When a Staff Member, Child or Visitor Becomes Sick

LUSD schools have created a Rest and Recovery Room where staff and students who are exhibiting symptoms can be isolated until they are able to return home or a healthcare facility if needed. Any students or staff exhibiting symptoms should immediately be required to wear a face covering. If there is a serious injury or illness, we will call 9-1-1 without delay. We will seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. School staff will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and those spaces will not be used before cleaning and disinfection of those spaces is completed. To reduce risk of exposure, we will wait at least 24 hours and up to seven days before cleaning and disinfecting those spaces. If it is not possible to wait 24 hours, we will wait as long as practicable. We will ensure safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.

LUSD schools will notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws and will implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.

LUSD schools will advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	• Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open	No Action needed
2.	Close contact **(†)** with a confirmed COVID- 19 case	• Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14- day quarantine) • School/classroom remain open	Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	• Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts **(†)**, quarantine & exclude exposed contacts (likely entire cohort **(††)**) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open	School community notification of a known case
4.	Tests negative after symptoms	• May return to school 3 days after symptoms resolve • School/classroom remain open	Consider school community notification if prior awareness of testing

LUSD schools will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law. Additionally, we will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **LUSD Positive Case Procedures** process to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

1/28/21

Dr. Andrew Johnsen, Superintendent **Date**

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: **[enter name(s)]**

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter name(s)]**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	**Places and times**	**Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers**	**Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation**

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status (Meets Standard / Needs Improvement)	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
Administrative			
Physical Distancing: Teacher Desk to Other Staff Desk is 6 Feet or Greater			
Physical Distancing: Teacher Desk to Student Desks is 6 Feet or Greater			
Physical Distancing: All Student Desks Are at Least 4 Feet Apart			
Physical Distancing: Arrival and Departure			
Physical Distancing: Non-Classroom Spaces			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			

[add any additional controls your workplace is using]			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

LUSD will use the LUSD Positive Case Procedures which includes collection of the following information:

Employee (or non-employee*) name:		**Occupation (if non-employee, why they were in the workplace):**	
Location where employee worked (or non-employee was present in the workplace):		**Date investigation was initiated:**	
Was COVID-19 test offered?		**Name(s) of staff involved in the investigation:**	
Date and time the COVID-19 case was last present in the workplace:		**Date of the positive or negative test and/or diagnosis:**	
Date the case first had one or more COVID-19 symptoms:		**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

<table>
<tr><td colspan="4">Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</td></tr>
<tr><td rowspan="2">All employees who may have had COVID-19 exposure and their authorized representatives.</td><td>Date:</td><td colspan="2"></td></tr>
<tr><td>Names of employees that were notified:</td><td colspan="2"></td></tr>
<tr><td rowspan="2">Independent contractors and other employers present at the workplace during the high-risk exposure period.</td><td>Date:</td><td colspan="2"></td></tr>
<tr><td>Names of individuals that were notified:</td><td colspan="2"></td></tr>
<tr><td>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</td><td></td><td>What could be done to reduce exposure to COVID-19?</td><td></td></tr>
<tr><td>Was local health department notified?</td><td></td><td>Date:</td><td></td></tr>
</table>

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.

    - Lack of physical distancing.
- Updating the review:
    - Every thirty days that the outbreak continues.
    - In response to new information or to new or previously unrecognized COVID-19 hazards.
    - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
    - Moving indoor tasks outdoors or having them performed remotely.
    - Increasing outdoor air supply when work is done indoors.
    - Improving air filtration.
    - Increasing physical distancing as much as possible.
    - Respiratory protection.
    - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria,** and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP I**nvestigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department.**